

Retention and Classification Report

Agency: Millard County (Utah). County Clerk (652)
765 South Hwy 99, Suite 6
Fillmore, UT 84631

Records Officer

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AGENCY: Millard County (Utah). County Clerk

SERIES: 83441

4

TITLE: Articles of incorporation record books

DATES: 1871-1961

ARRANGEMENT: Chronological

DESCRIPTION:

These volumes record copies of Articles of Incorporation filed with the Millard County Clerk by newly organized corporations. The registers were kept as the official copy which was available for public use. The actual articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number and kind of corporate officers, and the number of directors necessary to transact corporate business.

Under Utah law, individuals desiring to incorporate were to file and record articles of incorporation with their respective county clerk. These agreements specified the nature and place of business, amount of stock to be issued, terms for officers, etc. The clerk in turn issued a certificate of incorporation and recorded the final articles of incorporation in these record books. The series ended in 1961 when the Division of Corporations was created and the state assumed sole responsibility for registering incorporations.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

AGENCY: Millard County (Utah). County Clerk

SERIES: 83441

TITLE: Articles of incorporation record books

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

Because of the importance of incorporation information, which documents the creation and existence of companies and their authorization to do business in Utah, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY CLASSIFICATION:

Public

AGENCY: Millard County (Utah). County Clerk

SERIES: 5901

3

TITLE: Lake Bonneville Power Company map

DATES: none

ARRANGEMENT: none

DESCRIPTION:

maps of Lake Bonneville Power Co.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Millard County (Utah). County Clerk

SERIES: 83668

3

TITLE: Marriage license applications

DATES: i 1887-

ARRANGEMENT: Chronological by year, thereunder numerical by application number

DESCRIPTION:

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), and the distinctive race or nationality or each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (2) (2004)).

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 24.

AUTHORIZED: 05/30/2008

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Records Center permanently.

AGENCY: Millard County (Utah). County Clerk

SERIES: 83668

TITLE: Marriage license applications

(continued)

APPRAISAL:

AGENCY: Millard County (Utah). County Clerk

SERIES: 23493

3

TITLE: Marriage license record book indexes

DATES: 1887-1966

ARRANGEMENT: Chronological by date span on volume, within alphabetical by first letter of last name.

DESCRIPTION:

These volumes index the marriage license record books for Millard County.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 01/02/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Millard County (Utah). County Clerk

SERIES: 23494

3

TITLE: Marriage license record books

DATES: 1887-1966

ARRANGEMENT: Chronological by filing date

DESCRIPTION:

These licenses are issued after completion of a marriage license application and are filed in the office of the county clerk. "No marriage may be solemnized without a license issued by the county clerk . . . not more than 30 days prior to the date of solemnization of the marriage" (UCA 30-1-7 (1995)). The license includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 01/03/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: For records beginning in 1887 through 1899.
Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Millard County (Utah). County Clerk

SERIES: 23494

TITLE: Marriage license record books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Millard County (Utah). County Clerk

SERIES: 6130

4

TITLE: Marriage licenses

DATES: 1887-

ARRANGEMENT: Chronological

DESCRIPTION:

This record contains the marriage licenses granted in Millard County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center permanently.